

Questions from RFP - 2037- Independent Living Services Program Community Resource People

1. Pursuant to sections 1.4 and 1.9 of the RFP - "In the previous competition for this program, Offerors were asked to complete a number of cost proposal forms that were provided as part of the RFP package. These forms were not included in the current RFP. Is there any specific format in which DSS would like the cost proposal to be presented, beyond the instructions found in Section 7 on page 11?"

The Division of Child Protection Services did not provide a cost proposal form with this RFP. If you follow Section 7 of the RFP, this would cover the requirement for the section.

2. Section 4.4, p. 9, indicates that the Offeror must submit "a copy" of the most recent audited financial statements. Does this mean you want only one copy of the audit to be submitted in the proposal package, or that you want an audit included with each copy of the proposal?

Please submit one copy of the audited financial statement with each copy of the proposal.

3. Section 1.5, p. 3, indicates that "all proposals must be signed in ink...." Does this mean that the original and all 7 copies must have original ink signatures, or does this refer only to the original proposal copy?

Only the original proposal would need to be signed in ink.

4. On page 4 of the RFP, in Section 2.0, it states that the Offeror must provide a match or in-kind of 5%. On what total should this 5% be calculated? On the total cost of the program (including both state and Offeror contributions), or on only the state's portion of the program cost?

The 5 percent match or in-kind would be on the state's portion only.

5. On page 5 of the RFP, in Section 3.0, it indicates that providing PREP training and education is part of this contract. Does the 5% matching requirement relate to the PREP portion of the contract as well?

The 5 percent does not relate to the PREP portion of the contract.

6. On page 5 of the RFP, in Section 3.0, it indicates that coordinating the Young Voices advocacy group is part of this contract. Does the 5% matching requirement relate to the Young Voices portion of the contract as well? Page 4 indicates that the matching requirement may be met by in-kind contributions. Will the following contributions be considered acceptable as matching?

The 5% match or in-kind requirement does relate to coordinating the Young Voices.

- Time spent by staff other than CRPs to provide PREP instruction
PREP related activities and donations cannot be used for in-kind.
- Time spent by foster parents to travel to and participate in workshops
Time spent by foster parents traveling to and foster parents participating in workshops other than PREP workshops can be used as in-kind.
- Time donated by community presenters in workshops and Young Voices meetings
Time spent by community presenters in the workshops and Young Voices meetings can be used as in-kind.
- Food donations for workshops and Young Voices meetings, including food purchased at deep discount from a Feeding South Dakota food bank
Food donations for the workshops and Young Voices meetings can be used as in-kind.
- Meeting space donated by agencies for PREP, Young Voices
Meeting space donated for Young Voices can be used for in-kind, but those donations related to PREP activities cannot be used for in-kind.

7. What types of ongoing documentation of matching resources will DSS require?

Documentation of matching resources can be provided with a report that lists who provided the in-kind, the amount of the donation, the activity or event, and the date of the activity or event.